

## Frequently Asked Questions

### **Who can apply (university, commercial organisations, non-profit organisations, individual entrepreneurs, organisations or institutes based outside Ukraine)?**

Any organisation who meets the CSSF call for bids' criteria and has capacity to deliver can apply. Organisations must be able to receive funding to a GBP account and have systems in place to conduct regular finance reporting via on-line systems.

### **How many projects will be supported under this call?**

We intend to fund one project, but are open to funding two projects on the basis of applications received.

### **Is it possible to apply as a consortium?, For instance a local government body (city council, youth affairs department) and a civil society organisation?**

Potential implementers may combine efforts and submit their project proposals as a consortium of several organisations (implementers). A lead organisation should be identified within the proposal.

### **I have difficulties opening the project proposal and budget templates in ODT/ODS format. What shall I do?**

Files in the ODT/ODS formats are supported by the Microsoft Office 2010 and newer versions. If you use Microsoft Word 2007 or an older version, please either upload files to Google drive first and edit them in Google Docs/Google Sheets online, or download files from Google Docs/Google Sheets in the DOCX/SLSX format. Alternatively, you can convert ODT/ODS to DOCX/SLSX using free online services.

## Finance-related questions

### **What costs should be included?**

A financial guidance to complete the CSSF project budget can be found in the ABB template.

### **Can you provide further description of what is understood as “administrative costs”?**

Administrative costs are costs that are not directly related to operations, e.g., office rent, salaries of admin unit employees, relevant bank fees, etc.

### **Should external audit costs be included in the budget?**

External financial audit costs should be included where a total budget amount exceeds two hundred thousand pounds (£200,000) per CSSF financial year.

### **Is it possible to include procurement of technical equipment within the costs?**

A CSSF activity based budget should not include any kind of capital expenses (e.g. purchase of mobile phones, laptops, etc.). However, if equipment is essential for achieving the project outputs and impact and the bidder provides fair justification, we will consider the request.

### **The combined total of administrative costs must not exceed 10% of the overall project costs. Can we exceed this amount if it is reasonably justified?**

Administrative costs should not exceed 10% of the overall project costs. In exceptional cases, where fair justification is provided by the bidder, consideration may be given to small increases within administrative costs. We however reserve the right to refuse the request.

**What is the mechanism and process for grant funding? Will pre-payments (advance payments) be considered or do you intend to make one payment after the completion of the project?**

Generally, grants are funded by quarterly post-payments. In case the winning bidder is not a commercial organisation, quarterly pre-payments may be considered.